



**LANGLEY
POLICY
DIRECTIVE**

**Directive: LAPD 8800.16
Effective Date: July 22, 2004
Expiration Date: April 17, 2005**

Responsible Office: Capital Investment Planning Office, Systems Engineering Competency

SUBJECT: Facilities Closure and Management of Closure Status

1. SUMMARY

This directive sets forth the Langley Research Center's (LaRC's) authority, policy, objectives, and responsibilities for the closure of facilities and the management of the closure status.

2. AUTHORITY

The LaRC Director's Office will give final approval for facilities closure, the closure category, and any changes to the closure list.

3. POLICY

It is the policy of LaRC to ensure that:

- a. Any facility that has no specific and present, or near term program or institutional requirement shall be closed.
- b. A closed facility shall be placed in one of three categories:
 - (1) Standby
 - (2) Mothballed
 - (3) Abandoned

4. BACKGROUND

Projected budget constraints are limiting the resources available to operate and maintain facilities. A closure plan with estimated savings for closures between FY96 and FY00 was transmitted to Headquarters as part of the FY96 Zero Base Review (ZBR). The estimated savings identified on that plan were removed from LaRC's operation plan. In addition, funding levels for utilities and maintenance are already declining significantly.

5. OBJECTIVES

LaRC's facilities closure and status management effort is designed to ensure that:

- a. Maintenance and utilities for closed facilities are reduced or eliminated, depending on category, other than as required for fire, security, or safety.
- b. Closed facilities are secured to prevent unauthorized access and injury to personnel.
- c. Closed facilities do not receive funding for any outstanding valid Deferred Maintenance or other significant improvement.
- d. Facilities utilization and planning promote efficient use of facilities.

6. DEFINITIONS - See Attachment A.

7. RESPONSIBILITIES

- a. LaRC Competency Directors and/or Lead Program Managers
 - (1) Identify and validate program needs and requirements (both tactical and strategic).
 - (2) Evaluate, identify, and select potential research and technology facility candidates for closure.
 - (3) Submit potential candidates to the Capital Investment Planning Office, Systems Engineering Competency (CIPO, SEC).
 - (4) Concur on final facility closure candidates processed by CIPO, SEC.
 - (5) Provide written response to Closure Audit Findings to the Office of Safety and Mission Assurance (OSMA) or the Office of Security and Environmental Management (OSEM) as appropriate.
 - (6) Implement findings of Facility Reactivation Analysis. Provide written confirmation of actions taken to OSMA or OSEM as appropriate (only if determination is made to reactivate a facility once it has been closed.)
 - (7) Coordinate and approve the determination of options for displaced personnel with the CIPO, SEC.

b. CIPO, SEC

- (1) Determine and identify institutional facility closure candidates.
- (2) Prepare the official facility closure list to include estimated savings and reactivation costs.
- (3) Forward facility closure documents to Enterprise Facility Group Director for information; to LaRC Competency Directors and/or Lead Program Managers for concurrence; and to LaRC Director's Office for approval.
- (4) Inform Organizational Units within the affected Competency of the facility closure decisions after approval by the LaRC Director's Office.
- (5) Notify OSMA and OSEM of closure decisions.

c. Organizational Units - Alert Facility Coordinators, Safety Heads, Facility Environmental Coordinators, and other facility staff. Coordinate relocation of activity to other active facilities.

d. Facility Coordinators

- (1) Develop a comprehensive Facility Closure Plan for implementation of an orderly shutdown of their facilities. Coordinate plan with the Facility Safety Heads and the Environmental Coordinator.
- (2) Inform the CIPO, SEC; Office of Logistics Management (OLM); and OSMA and OSEM of plans. Submit appropriate move request documentation.

e. OSMA

- (1) Audit facility for safety and fire concerns, configuration management (CM) impact, Laboratory Risk Evaluation Program (LREP), or confirm no impact. Provide an audit report which specifies actions needed for closure and/or reactivation and for any continuing requirements to the appropriate Competency Directors and/or Lead Program Managers.
- (2) Monitor closed facilities to prevent injury to personnel.

f. OSEM

- (1) Audit facility for environmental impacts and security concerns. Provide an audit report which specifies actions needed for closure and/or reactivation and any continuing requirements to the appropriate Competency Directors and/or Lead Program Managers.

(2) Monitor closed facilities to prevent unauthorized access.

g. SEC

(1) Terminate and/or modify utilities, and provide sustaining maintenance to closed facilities appropriate for specific closure category.

(2) Install signs identifying closure status for selected facilities.

h. OLM

(1) Plan, coordinate, and implement the physical personnel moves.

(2) Receive returned furniture and equipment, adjust inventory records, and provide storage as needed.

i. Facilities Utilization Officer (FUO), CIPO, SEC

(1) Maintain the official LaRC Facility Closure List database.

(2) Provide for facility utilization move scenarios, and closure analysis details as required to support facility closure decisions.

j. Facility Utilization Manager, CIPO, SEC

(1) Develop facility utilization relocation plans and scenarios (only if necessary).

(2) Assist FUO in determination of candidate institutional facilities for possible closure or consolidation.

(3) Assist as needed with audit inspections with representative from OSMA (Fire Chief and Safety), or OSEM (Environmental and Security), and SEC to determine if additional tasks are needed to perform facility closure. Coordinate with Competency Directors and/or Lead Program Managers in mitigation of audit findings as required.

k. Real Property Accountable Officer, CIPO, SEC - Initiate changes to the Real Property databases. Reconcile records with Office of the Chief Financial Officer.

l. Facility Master Planner, CIPO, SEC - Update the Facilities Master Plan, and ensure compliance with Federal regulations and agreements concerning management of historic properties (only if affected).

8. REACTIVATION OF CLOSED FACILITIES - See Attachment B.

9. REFERENCES

- a. NPD 8800.14, "Policy for Real Property Management."
- b. NPR 8800.15A, "Real Estate Management Program Implementation Manual."
- c. LAPD 8800.15, "Facilities Utilization Program."
- d. LPR 8800.1, "Environmental Program Manual."
- e. "National Historic Preservation Act of 1966, Section 106."
- f. "Programmatic Agreement among the National Aeronautics and Space Administration, the National Conference of State Historic Preservation Officers, and the Advisory Council on Historic Preservation."

10. RECISION

LAPD 8800.16, dated April 17, 2000.

Jeremiah F. Creedon
Director

Attachments A and B

DEFINITIONS

Active Facilities

Facilities that have a specific and present, or near-term, program or institutional requirement. Space utilization is normally at least 50 percent and/or the usage level would exceed 50 percent of the available time for use.

Closed Facilities

Facilities that have no specific (present or near term) program or institutional requirement. Closed facilities are to be placed in one of the three following categories:

1. Standby
 - a. A facility that is temporarily not in use and appropriate maintenance measures have been taken to maintain vital/essential operating systems in a state of readiness or availability for future use. Selective life-cycle cost-effective facilities maintenance and repair is required. Total time to deactivate and then to reactivate the facility, including the standby period, is expected to be less than 12 months.
 - b. Utility systems and collateral equipment have been secured as appropriate and equipment is cycled in operation on a planned basis to prevent deterioration.
 - c. If a facility has official historic significance, appropriate agencies have been notified.
 - d. No personnel are to occupy the facility during the closure period.
2. Mothballed
 - a. A condition where a facility has been deactivated and appropriate maintenance measures have been taken to prevent deterioration of its vital/essential systems or placed in protective storage. Higher first year maintenance costs will occur because of preparations for mothballing, but future annual costs will be significantly lower due to lower maintenance and repair requirements. Total time to deactivate and then to reactivate the facility, including the mothball period, is expected to exceed 12 months. Mothball period can be indefinite.
 - b. Utility systems and collateral equipment have been shut down and properly prepared for long-term closure without significant deterioration. Selected systems should be operationally cycled and inspected, such as cathodic protection systems, rotating machinery, etc.

- c. Facility interior will have appropriate environmental control to prevent significant deterioration. No systems will be cannibalized.
- d. The facility's exterior envelope is inspected on a planned basis and work is accomplished as required to maintain the integrity of the exterior shell from the elements. The exterior of the facility shall also be kept in an aesthetically acceptable condition.
- e. If a facility has official historic significance, appropriate agencies have been consulted and preservation measures considered if other than defined above.
- f. No personnel are to occupy the facility during the closure period.

3. Abandoned

- a. No plans for future activation of the facility. Facility systems and collateral equipment shall be considered for excess, identified for use at other NASA locations where feasible and cost-effective, or made available under the authority of the Space Act, to museums or other curational organizations, or outsourced to private organizations and/or educational institutions as appropriate.
- b. All utilities shall be secured and disconnected at the first service equipment location outside the facility, or total facility operation and maintenance is provided by others at no cost to NASA funding accounts.
- c. Facility shall be secured to prevent the pilfering of economically salvageable materials and/or historically significant components.
- d. Environmental, security, safety, fire, and cultural close-out surveys or audits shall be completed and any remediation or corrections mitigated, as required, prior to demolition of the facility. This is needed for abandoned facilities because there is no plan to reactivate, whereas the other categories may reactivate the building and some of the recommendations may not need to be accomplished until full building closure under the abandoned category.
- e. All personal property and controlled equipment shall be removed and accounted for.
- f. If the facility has no long-range program or institutional requirement, plans shall be made to demolish or declare the facility excess at earliest practical date for NASA-Langley West Area facilities. NASA-Langley East Area facilities, by the terms of our permit with the Air Force, would then be returned to the Air Force, or demolished.
- g. No personnel will be permitted to occupy any part of the building.
- h. No personnel are to occupy the facility during the closure period.

REACTIVATION OF FACILITIES

1. Approval

The Facilities Utilization Officer shall ensure that all determinations of facilities that will be converted to inactive status, and the reactivation of any previously closed facility, are approved by the Office of the Center Director. For reactivations, the FUE will notify the Real Property Accountability Officer, OSEM, OSMA, and appropriate SEC maintenance and operations staff that a facility is being reactivated. Before the facility can be reactivated, an environmental and security assessment and a safety, and fire assessment must be completed. All recommendations must be addressed by the reactivating organizational unit prior to the facility reactivation.

2. Funding

a. Under normal circumstances, all deactivation and/or reactivation costs of a technical or technical support facility shall be funded from the facility user program appropriations unless otherwise approved by the Center Director's Office. Institutional classified facilities shall be funded from Center appropriations.

b. Environmental, security, safety, fire closure audits and any required remediation (other than remediation funded by the Environmental Compliance and Restoration (ECR) account in the Mission Support Construction of Facilities Budget) shall be funded by the Center on a case-by-case basis. Funding shall be provided to ensure compliance with all laws and regulations.